

Retention and Classification Report

Agency: South Jordan (Utah) (901)

1600 West Towne Center Drive
South Jordan, UT 84095
801 254-3742

Records Officer Jennifer Butler

24420	Burial permits
84632	Cemetery record book
13236	Council minutes
84927	Ordinances
22120	Planning Commission minutes

AGENCY: South Jordan (Utah)

SERIES: 24420

3

TITLE: Burial permits

DATES: 1940-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

AGENCY: South Jordan (Utah)

SERIES: 24420

TITLE: Burial permits

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: South Jordan (Utah)

SERIES: 84632

3

TITLE: Cemetery record book

DATES: i 1860-1954

ARRANGEMENT: Chronological

DESCRIPTION:

These records contain information about burials in the South Jordan cemetery.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1861 through 1982.
Retain in State Archives permanently.

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: South Jordan (Utah)

SERIES: 13236

3

TITLE: Council minutes

DATES: 1922-

ARRANGEMENT: chronological

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

AGENCY: South Jordan (Utah)

SERIES: 13236

TITLE: Council minutes

(continued)

PRIMARY CLASSIFICATION:

Public UCA 52-4-7(3) (2008)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(32) (2008)

AGENCY: South Jordan (Utah)

SERIES: 84927

4

TITLE: Ordinances

DATES: 1971-

ARRANGEMENT: Numerical by ordinance number.

DESCRIPTION:

Ordinances are laws created by the city council. They are enactments which govern and maintain the operation of the city for peace, benefit, and regulation of the municipality. Each separate law may carry a penalty or fine and must not conflict with the Utah State Constitution or The United States Constitution. Each ordinance is discussed in open council meetings, and take effect 20 days after being passed. Ordinances deal with the employment of elected and appointed officials; vehicles and traffic control; water use and allocation; fire and police protection; business and merchant regulation; and the establishment of fees and fines for city services.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 01/26/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently.

Paper: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: South Jordan (Utah)

SERIES: 84927

TITLE: Ordinances

(continued)

APPRAISAL:

Administrative Historical Legal

Ordinances are municipal laws and as such have administrative value until they are repealed. Thereafter, they document the legal history of a community and should be retained permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Jordan (Utah)

SERIES: 22120

3

TITLE: Planning Commission minutes

DATES: 1976-

ARRANGEMENT: Chronological

DESCRIPTION:

Copies of the Planning Commission (also known as the Planning and Zoning Commission) meeting minutes. Includes information on zoning issues.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public